

REQUEST TO TAKE COMPREHENSIVE EXAMINATION (CPCE)
DEPARTMENT OF HUMAN DEVELOPMENT & PSYCHOLOGICAL COUNSELING
(CMHC and PSC Programs)

Some excerpts of university and departmental policies regarding comprehensives:

1. An acceptable performance on a comprehensive examination is required for the degree.
2. The comprehensive must be scheduled during the last one-third of the residence period and at least 14 calendar days prior to the date on which the candidate receives the degree.
3. Comprehensives are given once per Fall & Spring semesters.
4. A student must have taken at least 6 of 8 core classes and enrolled in the final two to register.
5. A student may not take comprehensives more than two times without additional work.

Each student must:

- a. complete all parts of Section A.
- b. obtain advisor's signature in Section B.
- c. return completed form to Dr. Dominique Hammond's box in the HPC office.
- d. bring a money order (no checks or cash) for \$50.00 made payable to **CCE** *with you on the morning of the exam.*
- e. be present at scheduled exam time unless notified differently by the department chair or advisor.

Note: Further instructions or changes will be sent to your email address below by the HPC Department.

Section A:

Name of Student: _____ Banner I.D. # _____
Telephone # _____ Preferred Email Address: _____

Address you wish your results to be mailed: _____

Program: _____ Clinical Mental Health Counseling
_____ Professional School Counseling

Have you completed at least 6 of the 8 core classes: Yes _____ No _____

This request is for _____ spring; _____ fall comps.

Signature

Date

Section B:

The student is responsible for getting their advisor's signature as evidence that they have completed all necessary prerequisites for taking the HPC Comprehensive Examination. The advisors signature indicates that this student is approved by them to take the exam for the current term.

Form updated: 8/12/15

Advisor's Signature

Date